



Administrative Council Meeting Agenda

December 14, 2016

Attending (phone conference):

Jennifer Kass
Erin Ferrara
Corey Murphy
Carleen Drago Starr

Winter term meeting time

- Set for 2nd Wed of each month at 11:00 am.

Responses from constituents: Training Opportunities and Opportunities for Community

Corey:

Training: Basic computer skills to advanced Excel; managing employees better; improve retention of employees; resume building.

Community Building: Don't know how to improve it, but do acknowledge lack of clear and effective distribution of information. For example, ME in Wilsonville. Not ABET accredited, but Admissions has been selling it. Nowhere to go to find information. Skype in conference rooms, how to use? Where do I go to find out more?

Carleen:

General: Feedback about understanding what Admin Council does and our history. Range of responses from enthused to not sure what we would be able accomplish.

Community Building: Family members attending may impede community building. More social opportunities than with family.

Jennifer:

Training: Leadership and employee motivation.

Strategic planning and time savings management

Software training to get to know how to use our current software more broadly

Public speaking.

Community Building: Building community is a good idea, but it cannot be forced. If that is a goal of the institution, then staff should be allowed time to get to know one another in their own way.

All staff should be assigned a student for an opportunity to mentor them for a term which allows us to get to know our students

Have employees from other departments shadow someone from another department for a day so we get to know them as well as the work they do, and why they do it.

Lunch exchange – draw names to have lunch with someone you don't know

Group competitions with a mix of people who don't know each other.

Corey: What is our mission?

We reviewed the bylaws.

Carleen suggested we revisit what our mission is. She has heard many times: What is our role? Are we an effective group?

We should add to the agenda: what could we do, what are our opportunities? How are we constrained?

History: we used to be a voting member of Faculty Senate, are no longer.

Follow Up: Next month: review bylaws, get perspective on what's happened from Bill, perspective from Faculty Senate.

Erin: Faculty Senate Report

6:00 – 9:40 on a weeknight. Very long and tense meeting.

Content: Discussion of adjunct faculty. Should they allow them to move up the ranks, even without a Master's degree? Discussion on Faculty welfare (course load, etc). Discussion of committee to do a pub on campus. Different subcommittees. Bulk was faculty welfare and instructor pay and ability to be promoted. Faculty feel overworked, not enough faculty to cover courses. Administration decided to allow departments to hire instructors without Master's degrees, many in healthcare.

Follow up: Can Erin and Leanne split the meetings? Need to check their bylaws.

Follow up: Also, need to figure out a way to bridge the divide between administration and faculty. It's a continuing concern.

Oregon Public Universities letter requesting adequate funding

Leanne, Lori, Jennifer, and Josie agree to sign. Others? Erin, Corey, Carleen also

But, do we reach out to our larger group about this?

Do we have access to Admin List? How do we send an email?

Follow up: Send to Suzette to distribute to Admin List

Corey: how do act as a conduit for information for the Administrative staff?

Follow up: We have a website, who manages? Brainstorm other ideas about disseminating information.

Spirit Week

Unofficially set for February 13-18; 2/18 is the Homecoming basketball game.

Josie is working with ASOIT & CAB for student spirit initiatives.

How can we make this a more exciting event for both campuses?

Once our plan is set, Josie will work with Bill on creating the advertising materials and announce.

Follow up:

We need more input on this.

How did we get this as a responsibility? Carleen believes it was the President. It takes up a lot of time.

It's not in the Bylaws.

Next meeting:

Change duration to 90 minutes to allow discussion of our mission and goals.

Invite Bill to provide some historical context.